

Guidelines for Clean Fleet Application and Follow-Up Processes

The following instructions are a **general outline** of what will occur in the Clean Fleet application and follow-up processes. The contract will outline specific details needed that may differentiate from the general outline below. Please contact cleanfleet@utah.gov with any questions or comments.

Part I: Application

Please complete the [Part I: Application](#) form.

The application will ask for information about the vehicle/equipment and require uploads of documents and photos.

Documents required for upload:

1. Applicant's W-9 form;
2. State of Utah registration, or equivalent documentation verifying that the vehicle/equipment has been in operation by the current owner, for the prior twenty-four-month period;
3. Proof of current insurance, or equivalent documentation verifying that the vehicle/equipment has been in operation by the current owner, for the prior twenty-four-month period; and
4. Eligibility Statement Document (available at cleanfleet.utah.gov).

Photos required for upload:

1. Legible photo of the vehicle's/equipment's side profile;
2. Legible photo(s) of full engine plate that captures engine make, model, year, horsepower, displacement, serial number, and engine family name;
3. Legible photos of the vehicle identification number (VIN)/ equipment identification number (EIN) plate; and
4. Legible photos of the gross vehicle weight rating (GVWR) plate (not applicable for equipment).

Vehicle/Equipment Information:

1. Vehicle/equipment type
2. Vehicle/equipment make, model, model year;
3. Engine fuel type;
4. Vehicle/equipment identification number;
5. Years of ownership (a 24-month-period prior to upgrade is required);
6. Description of vehicle's/equipment's purpose, use, primary location(s), and daily/weekly/seasonal operation schedule;
7. Detail the percentage of time the vehicle/equipment operates in the following counties: Box Elder, Cache, Davis, Salt Lake, Tooele, Utah, and Weber;
8. Describe your fleet's normal turnover schedule and age ranges, based on your budget or operating plan, standard procedures or retirement schedule, while explaining how/if the grant funds are encouraging early retirement of the vehicle(s)/equipment unit(s).
9. Provide the number of years remaining in the life of the vehicle/equipment (must have a minimum of 3 years remaining);
10. Vehicle/equipment odometer reading (within 30 days of application submission);
11. Annual miles traveled
 - a. must be a minimum of 7,000/year; and
 - b. mileage from multiple units may be combined if both units will be scrapped and replaced with a single unit.
12. Average annual fuel usage (in gallons); and
13. Average annual idling hours.

New Vehicle/equipment Purchase(s):

1. New vehicle/equipment make, model, model year;
2. New vehicle GVWR (not applicable for equipment);
3. New engine model year; horsepower; displacement, and fuel type;
4. New vehicle/equipment estimated cost(s);
5. Description of how the applicant's portion of the vehicle/equipment will be funded (Note: leases are only eligible if the full purchase will be complete by the end of the project period); and
6. General timeline for project (i.e. month/year of obtaining price quotes, making new vehicle/equipment purchases, destruction of old vehicle/equipment, etc.).

Part II: Submit Bids

Please complete the [Part II: Submit Bids](#) form.

This form will need to be filled out for EACH vendor bid. Remember, a minimum of TWO vendor bids are required for each vehicle/equipment unit.

1. Proof of Competition: Recipient shall demonstrate proof of competition by submitting to the DEQ, for approval, a minimum of two itemized price quotes summarized on [DAQ Bid Summary Forms](#) for each vehicle or equipment of the same type and model year, and, if applicable, two itemized price quotes for charging units (if applicable).
2. If it is infeasible to obtain two price quotes as required, the DEQ may accept a single price quote upon
 - a. written certification by recipient that another price quote is unavailable;
 - b. submittal of reasonable alternative documentation that the single price quote is a competitive price; and
 - c. the DEQ determination that the single price quote meets applicable requirements of the contract.

Part III: Purchase

Please complete the [Part III: Purchase form](#) for EACH vehicle/equipment unit (unless multiple VINs/EINs are specified as being supported by the same attached invoices and proof of purchase in this section).

1. For each proposed new replacement vehicle or equipment, recipient will provide:
 - a. The vehicle or equipment make, model, model year;
 - b. The fuel type;
 - c. The estimated cost (including itemized add-ons, optional components, and if applicable, charging units);
 - d. An explanation if any add-ons are necessary to make the vehicle/equipment usable for the vehicle/equipment's intended purpose.

If electric:

- e. The battery make and model;
 - f. The battery capacity, output, and warranty.
2. New Vehicle/Equipment Orders: Recipient acknowledges that each new replacement vehicle or equipment order is incurred at its own peril, unless, for each vehicle or equipment, recipient has received written authorization from the DEQ confirming:
 - a. Recipient's vehicle or equipment is eligible for replacement using Funding Assistance;
 - b. Recipient's proposed replacement vehicle or equipment meets the criteria specified in the contract;
 - c. Recipient has met the requirement to obtain competitive bids in accordance with; and
 - d. Recipient is authorized to place an order for the purchase of each replacement vehicle or equipment.
3. Reimbursement of the Funding Assistance portion of each new replacement vehicle or equipment purchase price shall occur after each replacement vehicle or equipment is entered into service and upon determination by the DEQ that Recipient has complied with the terms, conditions, and certifications of the contract.

Part IV: Destruction

Please complete the [Part IV: Destruction form](#). This form will need to be filled out for EACH vehicle/equipment unit.

To demonstrate compliance:

1. Permanently Disable Each Replaced Vehicle/Equipment:
 - a. Within ninety (90) days of entering each replacement vehicle or equipment into service, Recipient shall scrap or permanently disable each replaced vehicle or equipment by:
 - i. Cutting a three-inch by three-inch hole in the engine block, the part of the engine that contains the cylinders; and
 - ii. Disabling the chassis by cutting through the frame rails on both sides of the equipment, if applicable, between the front and rear axles.
2. Demonstration of Each Disabled Replaced Vehicle/Equipment and Proper Disposal:
 - a. Within ninety (90) days of entering each replacement vehicle/equipment into service, Recipient shall obtain a signed Certificate of Destruction signed by both the individual disabling each vehicle or equipment and each replacement vehicle or equipment owner.
 - i. The certificate of destruction for each individual replaced vehicle or equipment shall include an electronic copy of a continuous, clear, unedited video that captures:
 1. The side profile of the vehicle or equipment;
 2. The VIN/EIN plate;
 3. The engine plate;
 4. The three-inch by three-inch hole drilled into the engine block; and
 5. The cut chassis rails on both sides of the vehicle or equipment.
 6. Recipient shall ensure that the text and numbers on both the VIN/EIN plate and the engine plate numbers are legible in the video.
3. Submission of Documentation for Reimbursement:

Recipient shall submit to the DEQ the following:

 - a. For each replaced vehicle or equipment, a signed certificate of destruction and electronic video meeting the requirements specified

- b. Any receipt for scrappage, if Recipient received proceeds from the scrappage of the replaced vehicle or equipment.
- c. A final purchase invoice for each replacement vehicle or equipment that specifies:
 - i. the invoice date;
 - ii. the total purchase price of the vehicle or equipment;
 - iii. itemized costs showing add-ons, modifications, applications, or additional components;
 - iv. the vehicle or equipment make, model, and model year;
 - v. the vehicle or equipment VIN or EIN number;
 - vi. the dealership name; and
 - vii. Recipient as the purchaser;
 - viii. Proof of payment for each replacement vehicle or equipment rendered by Recipient ; and
 - ix. A final purchase invoice for each charging unit, installation costs, and other itemized actual costs for which the Recipient is seeking reimbursement. The invoice shall include:
 - 1. the invoice number and date;
 - 2. the itemized purchase cost for each item or service listed in the price quote;
 - 3. the quantity of each item or service listed in the price quote;
 - 4. the charging unit type;
 - 5. the charging unit model number;
 - 6. a summary of total costs;
 - 7. the Recipient as the purchaser; and
 - 8. the vendor issuing the invoice.
- d. Proof of payment by the Recipient;
 - i. A photo of each charging unit placed into
 - ii. service that is partially funded by the Funding Assistance;
 - iii. A site map showing the location and address of each charging unit partially funded by the Funding Assistance;
 - iv. The date each charging unit was placed into service; and
 - v. The estimated hours per day and days per year each charging unit partially funded by the Funding Assistance will be used.
 - vi. Funds Derived from Scrappage: Recipient shall use any proceeds derived from the scrappage of each replaced vehicle or equipment to pay, in part, Recipient cost-share portion of the cost of the replacement vehicle or equipment.

Please promptly notify cleanfleet@utah.gov of any problems, delays, or adverse conditions which may materially impair ability to deliver on obligations specified in the contract. This disclosure must include a statement of any actions taken, or contemplated, and any assistance needed to resolve the situation.

Please notify cleanfleet@utah.gov of any favorable development which may enable meeting timelines and objectives sooner or at less cost.